

Permit and Development Review (PDR) is responsible for providing engineering plan, subdivision plat, development plan, and building permit reviews, subdivision construction inspection, grading and drainage inspection, National Pollutant Discharge Elimination System (NPDES) site planning and inspection, and flood plain administration. PDR also serves as staff liaison to the City Planning Commission, the Summary Committee, the Board of Adjustment, the EZC (Extraterritorial Zoning Commission), the EZA (Extraterritorial Zoning Authority), the Capital Improvement Advisory Committee, and the Construction Industry Advisory Board. PDR is also responsible for the administration and enforcement of the Annual Water Budget.

2003/04 Operational Highlights:

- Implemented Zoning Analyst software into the development review process for efficient and accurate case management.
- Adopted GIS software for permit counter staff in order to provide an improved level of accuracy and efficiency for land use information customer service requests.
- Developed a revised building permit application process in an effort to assure accuracy and accountability in permit reviews.
- Continued improvements in the administration of the Annual Water Budget by encouraging and accepting other water saving devices and strategies to promote water conservation.
- Began the process of large-scale amendments to Chapter 14 of the City Code-Land Development Laws.

2004/05 Goals and Objectives:

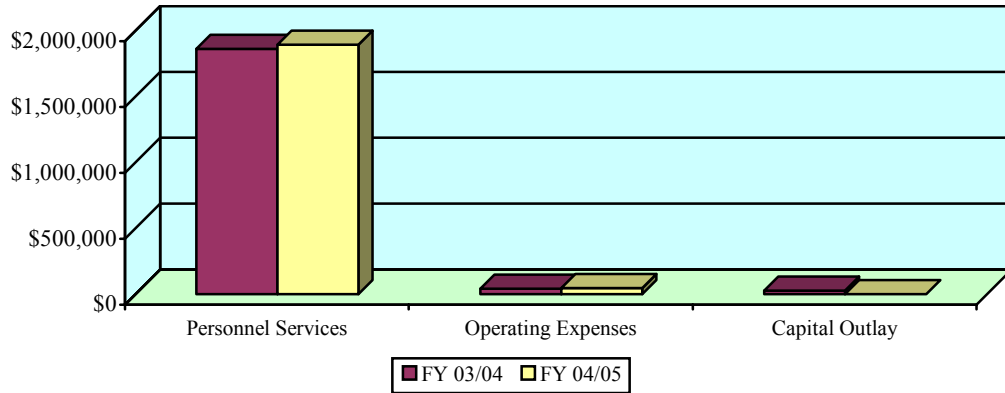
- Create a new database system to track land attributes on property parcels.
- Continue to review, develop and improve policies, ordinances and procedures including the noise ordinance, nuisance abatement ordinance, Board of Adjustment applications, zoning review/complaints, Certificates of Occupancy, City Code Chapter 14, and NPDES requirements.
- Develop and adopt new tools to improve the efficiency and effectiveness of the division, including a new data entry/tracking system for inspectors in the field, incorporation of digital mapping data into the development review process, and automatic updates to the zoning map.
- Formalize a policies and procedures manual to assure consistent code interpretations and policies.
- Continue to work with the Planning Division on substantive revisions to Chapter 14 of the City Code.
- Further refine the permitting process and improve turnaround times for reviews.

Budget Commentary:

For FY 2004/05, the General Fund operating budget for Permit and Development Review includes the salaries and benefits for 29 positions. Also included are operating expenses associated with permit and development review activities. Major expenses include salaries/benefits and a \$10,000 appropriation to pay for software development for the Water Budget Administrative Office Retrofit Program.

<u>POSITION/CLASSIFICATION</u>	<u>FY 03/04 ACTUAL</u>	<u>FY 04/05 BUDGET</u>
Planning & Development Review Division Director	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Administrative Secretary	1 – CLFT	1 – CLFT
Building Permit Expeditor	1 – CLFT	1 – CLFT
Building Permit Operations Manager	1 – CLFT	1 – CLFT
Building Permit Specialist	3 – CLFT	3 – CLFT
Building Permit Supervisor	1 – CLFT	1 – CLFT
Building Plan Reviewer	3 – CLFT	3 – CLFT
City Land Management Specialist	1 – CLFT	1 – CLFT
Clerk Typist	1 – TCP	1 – TCP
Database Specialist	1 – TCP	1 – TCP
Engineer Supervisor	1 – CLFT	1 – CLFT
Engineer Technician Senior	2 – CLFT	2 – CLFT
Permit Technician	1 – CLFT	1 – CLFT
Planner	1 – CLFT	1 – CLFT
Planner Senior	4 – CLFT	4 – CLFT
Planner Supervisor	1 – CLFT	1 – CLFT
Planner Technician Senior	1 – CLFT	1 – CLFT
Project Manager	1 – CLFT	1 – CLFT
Project Specialist	1 – CLFT	1 – CLFT
Zoning Review Specialist	<u>1</u> – CLFT	<u>1</u> – CLFT
TOTAL:	29	29

EXPENDITURE CLASSIFICATION



	FY 03/04 REVISED	FY 04/05 APPROPRIATION
Personnel Services	\$ 1,860,099	\$ 1,891,650
Operating Expenses	42,706	47,547
Capital Outlay	<u>28,070</u>	<u>0</u>
 TOTAL:	 \$ 1,930,875	 \$ 1,939,197